



DEPUTY SECRETARY OF DEFENSE  
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19 MAR 2004

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
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DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR OF FORCE TRANSFORMATION  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Premium Class Travel Guidance and Reporting Requirements

This memorandum promulgates guidance on the use of premium class (first class and business class) transportation for all official travel. Effective immediately, I am directing all DoD Components, when using premium class travel, to follow the Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR). The attached document on premium class travel requirements contains a summary of major changes made to the JFTR and JTR.

In a recent General Accounting Office Audit (GAO #04-88), GAO reported that internal control weaknesses within the Department of Defense led to the improper use of first and business class travel, at increased cost to taxpayers. Consequently, the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) chartered a multi-agency task force to clarify policy and recommend corrective action. An important outcome of the task force was the strengthening of the travel rules and approval authority for premium class travel.

To maintain effective oversight of this program, each addressee will be required to submit a report to OUSD (P&R) on the use of premium class travel. The first two report submissions will be due NLT July 31 and October 30, 2004, covering the periods from April 1 through June 30 and July 1 through September 30, 2004, respectively. Thereafter, a report will be due semiannually NLT April 30 and October 30. You will be receiving within the week additional guidance on the reporting format and procedures from OUSD (P&R).

Attachment:  
As stated



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